

EDITED TASK LISTING

CLASS: CORRECTIONAL HEALTH SERVICES ADMINISTRATOR I, CF

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task

1.	Plans, organizes, and directs the work of staff in the health services support disciplines (e.g., nursing, pharmacy, radiology, clinical laboratory, dietary, supply, housekeeping, rehabilitation services and medical records), for a medium-sized inpatient health care program and/or outpatient medical, psychiatric and dental programs to assure conformance with State and Federal licensing standards, policies, procedures, applicable laws, judicial rulings, etc. and to ensure the efficient delivery of quality health care in a Correctional setting, as directed by the Health Care Manager/Chief Medical Officer and/or the Correctional Health Services Administrator II.
2.	Coordinates with the Correctional Captain, custodial and security services in a health care setting to ensure safe operations and the efficient delivery of quality health care, utilizing various resources (e.g. State and Federal licensing standards, policies, procedures, applicable laws, judicial rulings, skills, knowledge, abilities, etc.) as needed.
3.	Plans, organizes, and directs administrative activities (e.g., fiscal, contract management, recruitment, administrative assistance, personnel, procurement, program development, etc.) of the health care program to ensure efficient operation and quality assurance utilizing various resources (e.g. State and Federal licensing standards, policies, procedures, applicable laws, judicial rulings, skills, knowledge, abilities, etc.) as needed
4.	Reviews and evaluates, health care policies and procedures to ensure effective and expeditious delivery of quality clinical care and health-related services, to meet the unique needs of the local health care program and to promote optimum achievement of program goals and objectives, utilizing various resources (e.g., analytical skills, laws, rules, policies, regulations, administrative bulletins, etc.) as directed by Health Care Services Division.

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Task #	Task
5.	Develops and implements health care policies, procedures and new programs to ensure effective and expeditious delivery of quality clinical care and health-related services, to meet the unique needs of the local health care program and to promote optimum achievement of program goals and objectives, utilizing various resources (e.g., analytical skills, laws, rules, policies, regulations, administrative bulletins, etc.) as directed by Health Care Services Division.
6.	Administratively consults with outside medical specialists in coordination with the Health Care Manager/Chief Medical Officer of the institution, on long-range and short-range medical programs in order to improve efficiency and anticipate program support needs, while taking into consideration security needs on an ongoing basis.
7.	Works closely with the institution's Health Care Manager and Business Manager in administering the budget for health care operations to meet the needs of the health care program and ensure fiscal responsibility, utilizing various resources (e.g., monthly and annual facility budget projections, capital outlay, budget allotment, policies, procedures, laws, rules, Memorandum of Understanding, etc.) on an ongoing basis.
8.	Prepares various written documents (e.g., Capitol Outlay Concept Paper, Capitol Outlay Budget Concept Plan, Budget Concept Statements, Budget Change Proposal, correspondence, forms, Schedule 9, Schedule 6, etc.) to provide information, direction, documentation, etc., utilizing various resources (e.g., policies, procedures, laws, rules, knowledge, etc.) on an ongoing basis.
9.	Coordinates inmate health education programs with Health Care Services Division/Public Health Section to promote health care awareness among the inmate population, utilizing various resources (e.g., knowledge, communication skills, training methods, laws, rules, mandates, policies and procedures, etc.) as directed.

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10.	Participates and oversees the recruitment and selection of health care support staff to ensure hiring needs of the health care program and Equal Employment Opportunity (EEO) goals are met, utilizing recruitment resources (e.g., advertising, internet, job fairs, etc.) as needed.
11.	Manages and participates in the training and development of health services support staff and evaluates their performance, monitors overtime, leave balances, and sick leave usage to ensure efficient operation of the health care program (e.g., sick leave abuse, excess overtime, staff development, etc.) utilizing governing laws and rules, Memorandum of Understanding, contract agreements, etc. on an ongoing basis.
12.	Conducts studies, gathers data, and prepares reports and/or special projects that are mandated by the Health Care Services Division and/or institutional needs to ensure personnel, budget and procurement needs are met, utilizing necessary resources (e.g. analytical skills, computer software, statistical data, etc.) as needed.
13.	Maintains order and supervises the conduct of persons committed to the Department of Corrections; prevents escapes and injury by these persons to themselves or others, or damage to property; maintains security of working areas and working materials; oversees the search of premises and inmates for contraband, such as weapons or illegal drugs to ensure the safety of staff, inmates and the public, utilizing security guidelines, training, etc., as needed.
14.	Works closely with institution management on the development and maintenance of required health care programs to provide leadership, direction and expertise to improve efficiency, cost effectiveness, and ensure the efficient delivery of quality health care in a Correctional setting, utilizing supervisory, technical skills, departmental policy and procedures, legal mandates, etc. on an ongoing basis.

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15.	Reviews, evaluates and oversees the preparation of appropriate corrective action plans for all licensing and certification surveys and citations issued by Department of Health Services and other regulatory agencies, to ensure compliance with health and safety codes and regulations, utilizing appropriate institutional resources (e.g., institutional personnel, California Code of Regulations, laws, rules, procedures knowledge etc.) as needed.
16.	Oversees procurement for the health care facility to ensure efficient operation and fiscal accountability of equipment and non-drug supplies for the health care program, utilizing logbooks, inventory control, supply lists, laws, rules, regulations, etc. on an ongoing basis.
17.	Performs fact-finding investigations related to inmate allegations, staff complaints (e.g., E.E.O. complaints, alleged misconduct, etc.) to obtain factual data and make recommendations to Health Care Manager/Chief Medical Officer, utilizing analytical/problem solving skills, knowledge of investigative procedures, laws, rules, regulations, etc. as needed.
18.	Evaluates, plans and assigns available space to meet current and future health care facility personnel and program needs, utilizing floor plans, budgeted positions, health and safety codes, etc. as needed.